

MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION

Class Code: 000151
Grade 21
FLSA: E

ADMINISTRATIVE SPECIALIST II*

DEFINITION OF SERIES:

The Administrative Specialist Series covers positions that perform professional staff support work in two or more functional areas – such as personnel management, contract and grant management, finance and budget management or similar activity – for a work unit within the County Government or entities such as an elected/appointed board, commission or committee. The employee functions as a generalist who is not expected to perform the work associated with training a specific field but may perform ancillary assignments.

DISTINGUISHING CHARACTERISTICS:

The Administrative Specialist II is the journey or budget-level class for the Administrative Specialist Series and is distinguished from the Administrative Specialist I by an increase in the degree of latitude to perform a variety of professional administrative tasks of greater scope, and the complexity of issues the employee encounters. The employee is expected to understand and perform a variety of conventional administrative functions for which no one method for accomplishment exists and analysis is required to determine the most effective course of action. Through training and experience, the employee assigned to an Administrative Specialist II position has become proficient in the subject areas (e.g., personnel management, accounting, contracting, procurement, etc.), and independently analyzes and provides recommendations concerning work assignments. The work is less complex and less diverse than that performed by the Administrative Specialist III.

MAJOR DUTIES:

Positions in this class are characterized by thorough knowledge or skills particular to an area of specialization, process, or program. Work requires specialized knowledge in the processing and application of program information, documents and/or materials. The majority of time is allocated to tasks that involve multiple, complex steps and require the selection of the most appropriate action within procedural and operational guidelines. The range of duties includes, but is not limited to, verifying data, report writing, summarizing and reconciling information or financial data, records management, claims review and processing, data collection and analysis, research, inventory, human resources administration, and fund collection or expenditures.

EXAMPLES OF DUTIES: (Illustrative Only)

- Serves as staff liaison with agencies in the County Government, other government agencies, private groups and community organizations.
- Conducts research and prepares reports, usually requiring compilation and analysis of data.
- Participates in the preparation of the annual budget by preparing sections for inclusion and/or providing information.
- Serves as a liaison with the Office of Human Resources to assist managers in administering personnel matters including: recruitment/selection, classification studies, grievances, training opportunities, ETAP funds, position creations, promotions, disciplinary actions, affirmative action, reductions-in-force, reorganizations, awards, benefits issues, etc.
- Monitors procurement actions and/or contracts to ensure they are written correctly, that terms are met, to recommend payment be made, and ensure renewal so that service is not interrupted.

- Organizes and maintains personnel, statistical, inventory, purchasing and/or other important records.
- Establishes work priorities and coordinates them to meet deadlines to assure an efficient workflow throughout the agency.
- Receives, investigates and resolves complaints or inquiries from employees and the public concerning departmental operations.
- Reviews incoming correspondence and prepares appropriate replies.
- Develops forms and office procedures.
- Represents the department/agency at meetings, hearings and conferences.
- May investigate and make recommendations concerning office automation needs of the organization.
- Performs related duties as required.

SUPERVISORY CONTROLS:

The work is performed under limited supervision where the work assignments are subject to established procedures, practices, precedents, methods, techniques, and well-defined policies. The supervisor makes assignments by defining objectives, priorities, and deadlines, and assists employee with unusual situations which do not have clear precedents. An employee uses knowledge of administrative procedures governing operations of the work unit to support a departmental entity or elected/appointed board, commission or committee. The employee operates independently and exercises control over how much of the work is performed: he/she independently identifies the steps to complete the assignment and proceeds at his/her own pace. Most issues that arise are addressed in accordance with previous training and experience, or instructions, policies. Unusual and non-standard matters which do not have clear precedent are referred to the supervisor or a subject matter expert. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and other requirements.

SUPERVISION EXERCISED: Employees in this classification do not supervise other positions.

GUIDELINES:

The work requires a wide range of knowledge encompassing both administrative processes of the County Government and knowledge of the program areas that are the responsibility and concern of the department/agency or organization to which assigned. Specific guidelines are normally available in the form of County policy such as the Personnel Regulations, Bargaining Agreements, procurement regulations, budget and finance guidelines, administrative procedures and department/agency operating procedures, as well as federal/state regulations and laws. However, these may not be completely applicable or cover new/unusual situations. The employee uses ingenuity and resourcefulness to modify, adapt and deviate from existing guidelines (such as precedents, conventional methods and procedures, and normal practices) or recommend new methods for accomplishing work objectives.

COMPLEXITY:

The work consists of duties involving a variety of processes and methods. The employee identifies and analyses a variety of situations, many times of a sensitive/confidential nature, and determine appropriate action to be taken or recommend be taken. This analysis includes: (1) assembling and categorizing facts or information; (2) examining the facts or information to ascertain their significance or meaning; and (3) determining what action to take. Work is made complex by the variety and types of assignments.

SCOPE AND EFFECT:

An employee in this class provides a range of administrative support functions to facilitate the effective and efficient operation of the organization to which assigned. The employee analyzes a variety of conventional issues and situations and problems in conformance with established criteria (e.g., department guidelines, best practices, etc.). The purpose of the work is to ensure the proper operation of the various systems used by the employee to support program activities of the unit. Completed work has an impact on individuals who provide and utilize the services of that department, agency, board, commission or committee.

CONTACTS:

Contacts are primarily with employees, supervisors, managers, and organizations within and outside the department/agency to which an employee is assigned. These interactions are generally of a cooperative nature with parties working toward mutual goals. The purpose of the contacts is to gather and provide information, resolve administrative problems, address issues associated with the operations of the work unit, and agree on courses of action. The employee provides subject matter expertise, advice, and recommendations in support of unit activities.

PUBLIC SERVICE /ASSISTANCE:

Assistance to the public is incidental to the primary purpose of the job and the employee rarely interacts with the public.

HAZARDS:

The work is primarily sedentary, performed in a typical office setting, and presents no significant hazards. No special measures are taken to control environmental conditions.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Experience: Two (2) years of professional administrative experience related to the needs of the department/agency to which the position is assigned (e.g., budget preparation, purchasing, equipment and material control, work project control, personnel administration, research and development or other related areas).

Substitutions:

1. EDUCATION for EXPERIENCE: Additional education will substitute for the required experience on a year-for-year basis.
2. EXPERIENCE for EDUCATION: Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for year basis.

Licenses, Registrations, Certifications, or Special Requirements: None.

Knowledge, Skills, and Ability:***Thorough Knowledge of:***

- Organizational procedures and operations, and skill in analyzing/interpreting their intent and making recommendations.
- County Government procedures and the relationships between various County agencies, and County regulations and procedures applicable to the assigned duties of the position.
- Personnel administration practices and procedures related to the management of employees including the Personnel Regulations and Collective Bargaining agreements; accounting practices and procedures related to the preparation and control of operating and capital budgets; County

procurement activities including contract development, administration, and monitoring; or similar activities.

- Personal computer operations and relational database structures and files management and spreadsheet applications.
- The methods, principles and techniques associated with collecting and analyzing data including Internet research methods, data collection and report writing.

Skill in:

- Identifying and resolving office administrative problems.
- Performing mathematical computations, financial reconciliations, record keeping, and accounting duties, as required by the assigned position.
- Critical thinking skills
- Analyzing and interpreting data.
- Communicating orally and in writing to exchange and/or present information
- Drafting correspondence and writing reports.
- Dealing tactfully and equitably with people.
- The use of information technology tools, e.g., MS Word, Microsoft Excel, Oracle, the internet, etc. to research, collect and compile data, and to prepare reports, recommendations, and presentations.
- Creating reports, spreadsheets, graphs, charts, maps, and tables.
- Establish and maintain effective working relationships with others.
- Working under time sensitive demands

Ability to:

- Oversee the work of and provide guidance to staff involved in administrative support work.

Work Environment:

The work is primarily performed in an office environment and involves normal, everyday discomforts. The work environment is adequately lighted, heated/cooled and ventilated and does not require that the employee take special measures to control environmental conditions.

Physical Demands:

The work requires ordinary physical effort including: sitting using microcomputer equipment, walking, standing, bending, and reaching for or carrying light items associated with working in an office environment. Work does not result in noticeable fatigue.

BARGAINING STATUS: Positions assigned to this class are normally unrepresented.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve months and, if promoted to a position in this class, will be required to serve a probationary period of six months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

PROMOTION POTENTIAL:

This is the budget level of the Administrative Specialist series. Employees may be competitively promoted into a vacant Administrative Specialist III position provided that the employee meets the minimum qualifications of that class.

CLASS SPECIFICATION HISTORY:

Class Established: February 1966

Revised: January 1970

September 1974

May 1977

January 1988

July 1989

September 1990

Classification Study: September 1995 (M)

October 2007

August 2013

September 2014

Revised (format): October 2018